Approved For Release 2002/05/06 : CIA-RDP78-0



15 August 1946

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The Honorable
Lindsay C. Warren
Comptroller General of the
United States
Washington, D. C.

Dear Sir:

AJI

In furtherance of a conference held between administrative representatives of the National Intelligence Authority and officials of the General Accounting Office on 14 August 1946 relative to disbursing and auditing procedures to be established in order to insure security with respect to the confidential operations of the Central Intelligence Group, it is desired to present for your consideration the proposals of the Central Intelligence Group relative to the several steps which are required to be approved by your office.

There is attached a draft of a recommended "Voucher and Schedule of Payments" to be signed by an authorized certifying officer bonded under Public Law No. 389 - 77 th Congress - for submission to the Chief Disbursing Officer, Treasury Department, in order to enable that official to make payments to vendors and other payees. The name of the payee and the net amount to be paid will normally be the only information reflected on this schedule in addition to disbursing officer's voucher number, check numbers, and other details of such nature. The Voucher and Schedule of Payments will be used as both a schedule of payments and the original voucher(s) since all original basic data normally transmitted through channels to the General Accounting Office for post-audit will physically be retained in the confidential files of the Central Intelligence Group.

In addition to the use of this suggested form, it is desired to use a pay roll procedure which will conform substantially with that set forth under Item 3, page 5, of General Regulations 102-Revised. It is necessary that an exception be made with respect to this Regulation to the extent that the pay roll change slips and any other similar details be retained in the Pay Roll Section of CIG so that a site audit may be subsequently made. This will necessitate the use of Standard Form 1128 and an attached list in each case showing name of employee, net amount paid, and signature or check number. The continued use of Form WD-43 in lieu of Form 1127-Revised (pay card) would facilitate the operation of this procedure, and the only details

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which will flow through normal channels will be those which pertain to tax, retirement, and other similar deductions or adjustments which will be reflected on standard forms approved by the General Accounting Office and acceptable to the Treasury Department. Standard Form 1064 would be used to schedule all payments.

Under the site audit procedure outlined above, it would be preferable to have special auditors designated by the General Accounting Office and approved by CIG from a security viewpoint to make periodic audits of the original and basic documents located physically in the CIG files. It is recommended that these audits be made at the end of each quarter since current audits will not only alleviate certain administrative difficulties but will enable us to immediately recognize security problems which may develop. CIG will provide space and safes for the original vouchers and accompanying basic documents for the use of the General Accounting Office auditors and examiners. If this proposal is acceptable, it would be necessary for several individuals or teams to be provided by the General Accounting Office, namely; one individual as a contract examiner, possibly two each for the audit of commercial vouchers and civilian travel, and an additional team for the purpose of auditing pay rolls.

It is anticipated that after audit and approval or settlement by representatives of the General Accounting Office the original
vouchers and basic pay roll data will be retained in the confidential
files of the CIG for a period of not to exceed five years. The length
of the retention period would depend upon the relative need for secrecy
in safeguarding the National interest. However, the files would be
available to properly designated officials of the General Accounting Office in
the event questions arose after the basic audits had been performed.

As has been indicated informally to representatives of your office, it is necessary to proceed with this matter as expeditiously as possible and it will, therefore, be appreciated if your office will informally contact the pertinent officials of CIG for any additional related information concerning the procedures and/or the security problems involved in order that your formal reply may be received within the next few days.

FOR THE DIRECTOR:

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KEW: jml 25X1A9A oc: Mr. Mr. Mr. Houston Mr. 25X1A9A	Executive for Personnel and Administration